

## Collections Storage

1. If collections storage areas are used for non-collections related activities, please describe.
2. If collections storage areas are used for the storage of items other than collection objects, please describe.
3. What kinds of storage furniture (e.g., map cases, compact shelving, free-standing shelves, file cabinets, microfilm cabinets) are in use?
4. Who on staff has input for the selection of proper shelving units and storage materials?

5. Is sufficient furniture available for orderly, uncrowded storage of all collections?

If not, please describe areas that have insufficient and/or inappropriate furniture.

6. Are shelves or cabinets large enough to support objects completely?

7. Is there good air circulation around collections?

8. Are wooden shelving units or cabinets used for storage of collections?

If yes, where and for what materials?

What type of wood is used? Are any composite materials used, such as particleboard or plywood?

If these storage units have been sealed, what are they sealed with?

Is there any barrier (e.g., archival box, phase box, metallic laminate, glass, Plexiglas) between collections and wood?

9. In general, what types of enclosures are used for collections?

Are plastic enclosures made from stable plastics such as polyester, polypropylene, or polyethylene?

Are paper enclosures lignin-free and buffered?

10. From what supplier(s) does your institution purchase enclosures?

What are your highest priorities for improving the storage of your collections?